# Quick reference guide: Rehabilitation provider registration and renewal

Work Comp Campus will be used to electronically file documents that were previously filed via paper. Users will be able to submit rehabilitation provider registrations and renew their registrations online using Campus.

Rehabilitation provider registration

1. Click **Submit a Filing** in the header of the dashboard.
2. Select **Rehab Provider Registration**.
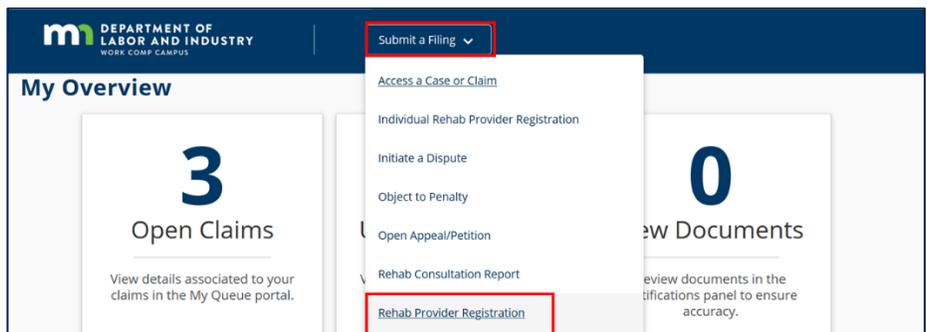
3. Select the rehabilitation provider group type to register.

*This form can be used for both qualified rehabilitation consultant (QRC) firms and rehabilitation vendors.

4. Fill in the information for your rehabilitation provider.

*If an existing rehabilitation provider is found with the same FEIN or Minnesota tax ID number, you will not be able to submit the form.
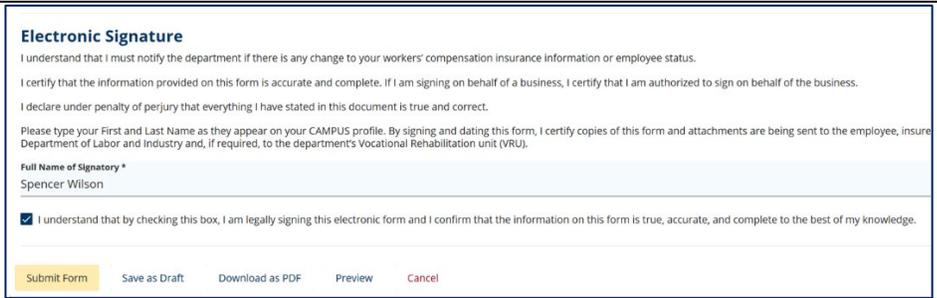

5. Add an address and any staff members.

*You must add at least one primary address, one primary contact, one manager and one QRC.

6. Electronically sign the document and click **Submit Form**, which will send the form to DLI for approval.

Electronic Signature

I understand that I must notify the department if there is any change to your workers' compensation insurance information or employee status.

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
Spencer Wilson

☑ I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form   Save as Draft   Download as PDF   Preview   Cancel

7. After submitting the form, mail your registration fee payment to the address provided (see *Helpful tips* below).
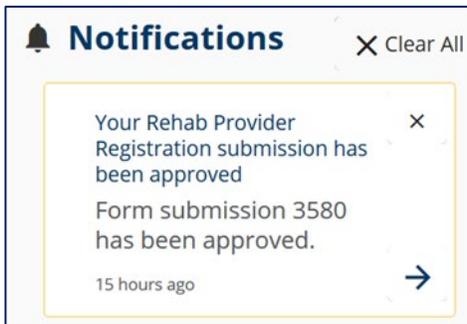
Registration Fee   ☒

Your registration has been submitted for review. Please mail your registration fee as a check or money order for $200 payable to the "Minnesota Department of Labor and Industry". Send payment to the department's Financial Services unit at: Minnesota Department of Labor and Industry, Financial Services, 443 Lafayette Road N., St. Paul, MN 55155.

OK

8. After your form is approved, you will receive a notification in Campus.
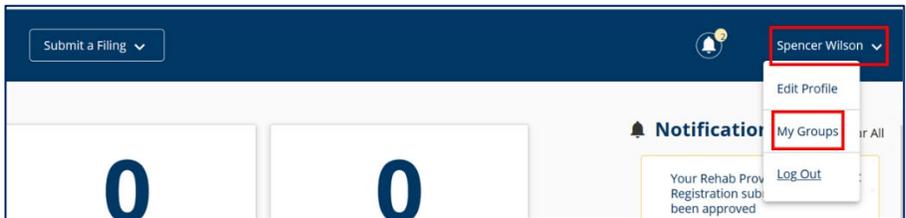
🔔 **Notifications**   ✕ Clear All

Your Rehab Provider Registration submission has been approved   ✕

Form submission 3580 has been approved.

15 hours ago   →

Rehabilitation provider registration renewal

1. On the Campus dashboard, click your name in the top right and select **My Groups** from the drop-down menu.
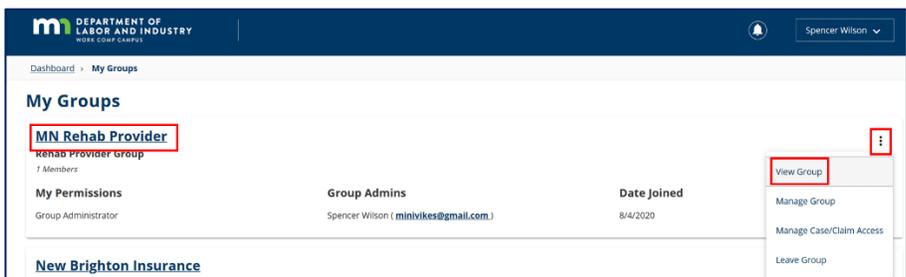
Submit a Filing ⌄   🔔 Spencer Wilson ⌄

                                                     Edit Profile
0   0   🔔 Notification   My Groups   r All
                                                     Log Out
                                     Your Rehab Prov
                                     Registration sub
                                     been approved

2. Click the name of your rehabilitation provider group or click the kebab menu and select **View Group**.

DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS   🔔   Spencer Wilson ⌄

Dashboard › **My Groups**

My Groups

MN Rehab Provider   ⋮
Rehab Provider Group
1 Members
                                                                    View Group
My Permissions   **Group Admins**   **Date Joined**
                                                                    Manage Group
Group Administrator   Spencer Wilson (**minivikes@gmail.com**)   8/4/2020
                                                                    Manage Case/Claim Access

New Brighton Insurance   Leave Group

3. From the rehabilitation provider page, click the kebab menu in the top right and select **Submit Registration**.

4. The **Registration Type** will automatically indicate it is a renewal. Some fields will populate based on the rehabilitation provider's profile and will not be editable.

*If any populated information is not accurate, it can be changed by selecting **Amend My Profile** in the previous step.

5. Fill in all the required fields, electronically sign the document and click **Submit Form**, which will send the form to DLI for approval.

6. After submitting the form, mail your registration fee payment to the address provided (see *Helpful tips* below).

7. After your form is approved, you will receive a notification in Campus.

Helpful tips

- Send registration fees to:
  Minnesota Department of Labor and Industry, Financial Services
  443 Lafayette Road N.
  St. Paul, MN 55155
- Changes to the rehabilitation provider profile can be made by navigating to the rehabilitation provider profile page and selecting **Amend My Profile** from the kebab menu.